



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING INSURANCE COMPLIANCE OFFICER

\$5,471 - \$6,805

CONSUMER SERVICES & MARKET CONDUCT BRANCH

RATING AND UNDERWRITING SERVICES BUREAU

LOS ANGELES

RESPONSIBILITIES:

Under general direction of the Bureau Chief, the incumbent will plan, organize and direct the activity of staff engaged in resolving and responding to consumer complaints/inquiries specific to rating and underwriting practices; develop training plans for staff development and provide training; assist in establishing Bureau policy and procedures; enforce consistency of operations within the Bureau; responsible for the most complex and sensitive projects as assigned; represent the Bureau at meetings and industry functions as directed by the Bureau Chief; and other related duties as required.

DESIRABLE QUALIFICATIONS:

- Five years of experience in insurance underwriting or insurance consumer services
- A minimum of two years' experience in a supervisory capacity directing three or more professional staff
- Graduation from college with a bachelor's degree is highly desirable, however experience will be accepted in place of the college degree on a year-for-year basis
- Must have knowledge of insurance practices, Insurance Code
- Possess excellent supervisory, interpersonal, analytical, and verbal/written communication skills

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a Statement of Qualifications in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

09/25/14 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

WHO MAY APPLY:

Applications will be accepted from current State employees at the Supervising Insurance Compliance Officer level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Supervising Insurance Compliance Officer, PSN # 413-371-8560-003" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 492-3308.

FINAL FILING DATE: **October 8, 2014 by 5:00 p.m. – Close of Business**

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

09/25/14 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
